



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY  
500 HUEBNER ROAD  
FORT RILEY, KANSAS 66442-5000

IMNW-RLY-PAI

09 September 2005

MEMORANDUM FOR Fort Riley Employees

SUBJECT: EMPLOYEE SATISFACTION IMPROVEMENT TEAM

1. It is imperative that we put forth the resources to make Fort Riley the preferred place of employment so that we may retain the knowledge, skills, and experience currently employed here and compete with the corporate sector in attracting highly skilled employees in the future.
2. There is no silver bullet, magic answer, or individual, capable of carrying out this task on their own. Only you, the employees of Fort Riley, are capable of making this post the desired place of employment throughout all government organizations, as well as the civilian sector. It is for this reason that I have decided to establish the Employee Satisfaction Improvement Team.
3. The Employee Satisfaction Improvement Team will be a permanent task force with representation from all Directorates, Garrison Staff, and FORSCOM Staff responsible for identifying and correcting employee satisfaction and morale issues throughout the post. Their Charter (Encl) will focus on creating an environment that exemplifies employee ownership and emphasizes what employees do and who they are matters at Fort Riley. The Employee Satisfaction Improvement Team will be responsible for development and oversight of all action plans that address satisfaction issues, as well as briefing the Garrison Commander on the status of each initiative for delivery to the workforce.
4. One of my keys to success has always been effective communication. Communication that flows freely both up and down the Chain of Command. Together we will work to improve communications through Town Hall meetings as well as the Garrison Commander's Address to the Workforce. This initiative will provide an additional line of communication from the workforce to my office and I know all of you will contribute to its' effectiveness.

Encl

THOMAS T. SMITH  
COL, IN  
Garrison Commander